

Appointment

From: Marlinga, Richard [marlinga.richard@epa.gov]
Sent: 5/16/2019 1:44:53 PM
CC: R5 ALL EPA [R5_ALL_EPA@epa.gov]

Subject: Improved Employee Offboarding/Separation Process Training
Location: Lake Michigan Room

Start: 5/23/2019 6:00:00 PM
End: 5/23/2019 8:30:00 PM
Show Time As: Tentative

U.S. EPA is implementing a new and improved employee offboarding/separation process. Briefings and training sessions will be held over a two-day period. The sessions will cover the new EPA Policy 3110.5, the Standard Work for Certifying Officials/Supervisors, Standard Work for Separating Employees, One Drive, and the new form 3110-2. It is highly recommended that employees attend the staff focused open session May 23, 2019 from 1:00pm to 3:30pm. This training should be a must for anyone planning on retiring or leaving the Agency soon. Please feel free to bring your laptop as these are interactive sessions. We look forward to seeing you!

What: New Employee Offboarding/Separation Process
Where: Lake Michigan
When: May 23, 2019
Time: 1:00pm – 3:30pm

Employee Separation Certification Process
 Staff Focused Open Session 1:00pm – 3:30pm
 Agenda

1:00 – 1:15	Welcome
1:15 – 1:50	Roles and Responsibilities/Authority
1:50 – 2:00	Break
2:00 – 2:50	Policy/Standard Work
2:50 – 3:00	Break
3:00 – 3:30	One Drive, File Creation, Q&A

For additional information, please contact: Lisa Dean 3-0510